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Employee's Email: Private or Not

Recently, the Florida Supreme Court ruled that public employees do not have to turn over private email to the public, even when using government computers at work.

In an article written on September 12, 2003, the St. Petersburg Times, "sued the city of Clearwater, Florida for access to the emails of two city employees who sent and received messages about a private business in which they had invested. The city allowed the employees to determine which emails should be made public".

The article continued, "Justice Barbara Pariente found that emails are not public documents simply because they are created or stored on government computers. The ruling did not address who should decide what is public".

In Tennessee, state agencies are directed to address this very issue via TCA 10-7-512: Elec-

tronic mail communications systems - Monitoring of electronic mail communications - Policy required. This statute states "(a) On or before July 1, 2000, the state or any agency, institution, or political subdivision thereof that operates or maintains an electronic mail communications system shall adopt a written policy on any monitoring of electronic mail communications and the circumstances under which it will be conducted. (b) The policy shall include a statement that correspondence of the employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection under this part."

In other words, the email on your State computer may be subject to review or inspection.

(Continued on page 4)

In Memory of Debbie Thompson

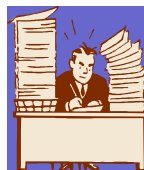


Debbie Thompson passed away on July 5, 2003. She was employed in the Department of Health, in the Bureau of Health Informatics. Ms. Thompson was Records Officer, Forms Officer and Publications Liaison for the agency. She demonstrated exemplary dedication to the maintenance and improvement of records management for the agency. Debbie received the "Records Officer of the Year" award for 2001. She performed her responsibilities very professionally and efficiently. She is greatly missed.

By Elaine Eason



Operation Roundfile



Each year an Operation Roundfile campaign is coordinated with records officers throughout the State for the purpose of ridding state government of non-record material. Some material that can be disposed of in the Operation Roundfile campaign include: manuals, journals, catalogs, publications, drafts of correspondence, reports, charts, and extra, convenience or informational copies of documents which require no action.

The 2002-03 Operation Roundfile campaign was successful in that 43 agencies reported a combined disposal of 43,000 cubic feet of non-record material. The success of Operation Roundfile has brought an awareness to state government of the savings that can be realized by the reclamation of valuable office space and the elimination of a need for the continued purchase of storage/filing equipment.

The Operation Roundfile campaign for this fiscal year is scheduled for the months

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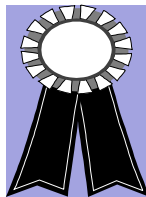
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of October through December 2003. A memo will be sent to all agency Records Officers notifying them of the dates of the campaign and requesting their assistance in coordinating the campaign within their agency.

By Linda Frankum

Records Officer for 2002



Congratulations, Ronnie! You have been selected as the Records Officer of the Year for 2002. You were selected because of your exemplary records management practices.

Your outstanding performance, contributions, and accomplishments resulted in the completion of a significant electronic records management project. As a result, your agency has now scheduled its Behavioral Health Information System. Better known as (BHIS), this system reflects admission, discharge, diagnostic, and billing data. And you ask, who is Ronnie? Well, I'm referring to Ronnie Howell, Administrative Services Assistant III for the Department of Mental Health and Developmental Disabilities.

Ronnie has served as the Records Officer for four years and in that capacity has always been a self-starter and an effective problem solver. He recently provided assistance

with the revision of one of the agency's most comprehensive Records Disposition Authorizations (RDAs): the Patient Medical Record. He always provides guidance to agency records coordinators when issues arise regarding the proper procedures for transferring and storing records in the State Records Center. His guidance has been most beneficial to the agency's field records coordinators since they are not located in the center of records management activity which is the Nashville central office.

Ronnie's supervisor, Terry McGovern, Institutional Services Director says "he is a pleasure to work with and is hardworking." Indeed he is. He works well with the records management staff as well as his department's staff in regards to his assigned records management tasks. He promotes the spirit of teamwork and dedication.

The Records Management Division of the Department of General Services is proud to announce Ronnie Howell as the Records Officer of the Year. Thank you Ronnie for a job well done.

By Carolyn Jamison

Portable Computer Security



As I was reviewing The American Health Information Management Association (AHIMA) website for updates in current trends, I found an interesting article on Portable Computer Security. Due to modern convenience, time saving, and presentations given to other agencies, there may be a high number of State employees issued a portable computer. The Health Insurance Portability and Accountability Act (HIPAA) states that state agencies should ensure portable computers are secured against unauthorized use. These are a few things to consider:

1. Avoid using portable computers where they can be easily stolen.
2. Transport portable computers in a car's trunk rather than on a seat.
3. Carry the computer in something

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Employee's Email

The Office of Information Resources (OIR) has stated the following in their "Acceptable Use Policy Network Access Rights and Obligations" policy, "Email created, sent or received in conjunction with the transaction of official business are public records in accordance with T.C.A. 10-7-301 through 10-7-308, and the rules of the Public Records Commission. A public record is defined as follows: *Public record(s)* or *state record(s)* means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. (T.C.A. 10-7-301 (6)).

State records are open to public inspection unless they are protected by State or Federal law, rule, or regulation. Because a court could interpret state records to include draft letters, working drafts of re-

ports, and what are intended to be casual comments, be aware that anything sent as electronic mail could be made available to the public."

Florida may have determined that employee emails are not public records and may not be open to inspection but if you work for the State of Tennessee, be advised. Email on State owned computers or communication systems is subject to inspection and may be considered public documents.

For additional information:

Workers' private e-mail is just that

http://www.sptimes.com/2003/09/12/State/Work-ers_private_e_ma.shtml

Acceptable Use Policy Network Access Rights and Obligations

["http://www.state.tn.us/finance/oir/accept.pdf"](http://www.state.tn.us/finance/oir/accept.pdf)

By Donna Bridges

(Continued from page 3)

Portable Computer Security

other than a readily identifiable computer carrying case.

4. Carry disks separately from the case containing the portable computer.
5. Place unattended portable computers in a room safe when leaving a hotel room.
6. A laptop depository should be used when unattended. An alarm will sound if depository is moved.
7. Use cables with locks to hook to desks or tables that once removed do not allow a thief to turn the computer on.
8. Some computers offer software packages that instruct computers to phone home to report their location.

For more information on portable computer security go to: ["http://library.ahima.org/xpedio/groups/public/documents/ahima/pub_bok1_019872.html"](http://library.ahima.org/xpedio/groups/public/documents/ahima/pub_bok1_019872.html)

By Alice Drummond



Claude Cartwright conducts training class

Records Management Training

We continue to hold Records Management Training Classes at the State Records Center on Cowan Street each month. Our classes provide information and procedures regarding record inventories for paper and electronic records. We include presentations on forms, publications, micrographics, email, and statewide RDAs. Also, we conduct a tour of the State Records Center at the end of each class. Although, we have suspended travel to cities across Tennessee, the

interest in training has increased in all agencies in the Nashville area. We hope to resume training in other cities soon.

We encourage all newly appointed personnel working in the area of Records Management to attend a class. The schedule for the remainder of the year is as follows: November 19, 2003, and December 11, 2003. Classes are usually from 8:30 A.M. until 3:30 P.M. at the State Records Center, 843 Cowan Street. It is important to register soon since space is limited. We offer customized classes for agencies upon request and will come to your location for these

presentations.

Comments from previous past participants are:

I want to thank Claude Cartwright again for doing such a wonderful job with the training class this morning. I think we achieved the goal of making the personnel aware of the importance of Records Management and you did a terrific job.

Evaluations are one thing, but I think that thank you to Claude Cartwright is also appropriate. I have worked for Public Health for 23 years; in the State system for more than 10. I learned so many very valuable things yesterday, and I truly appreciate the time and effort that you put forth in your presentations. It was very productive training! Keep up the good work and of course, thank you.

For additional questions and to register for classes, please contact: the State Records Center at: (615) 741-1718

Micrographics, a Very Old but Useful Technology

In general, micrographics is primarily a document storage and retrieval system. In specific, micrographics is a specialized records management technology that uses micro-photography to store textual and graphic information in a photographically reduced format on microforms, such as, microfilm, microfiche or aperture cards. The term micrographics refers to techniques and equipment associated with the production, handling and use of microforms. Micrographics technology is used extensively by government entities, banking and other industries for long term records storage. The history of micrographics dates all the way back to the early part of the 19th century (1839).

Why Microfilm Records?

Records managers use microfilm as a tool to minimize the costs of

records storage, maintenance and retrieval. The advantages of microfilm include:

1. reduction in storage space required for paper records.
2. reduction of filing equipment needed.
3. reduction in file retrieval time.
4. microfilm is a legally acceptable media for records storage.
5. microfilm maintains file integrity.
6. silver-gelatin (archival) microfilm has an indefinite storage life.

The RMD has a full service microfilming department for all your agencies microfilming needs at greater savings than local vendors can provide.

What Records Should be Microfilmed?

The retention and disposition of state agency records are governed by Records Disposition Authorizations (RDAs). In order to determine if records should be microfilmed, a review of the Records Disposition Authorization is necessary.

The Agency Records Officer can assist in this review or work with the Records Management Division to establish an appropriate RDA for the record series. Typically, records having a twelve (12) year or longer retention period are considered for microfilming.

Microfilm vs. Paper

Microfilm is an excellent media alternative to the storage of paper records. Microfilm offers several advantages compared to paper, such as, reductions in retrieval time, filing cabinets and storage space. Microfilm can reduce the space needed for maintaining paper records by up to 99 %.

For all the savings your agency could be receiving through the use of microfilming, contact John Stanley of the Records Management Division at (615) 741-1718.

By John Stanley



Foremost Update



Yeah, Yeah, Yada, Yada, Yada!!!! So when will we see a live, functioning Foremost records management application?

After many difficult and exasperating months, we believe we're close, real close! Bugs are being exterminated, error messages are almost nonexistent. Just a few more tweaks here and there and we'll be ready to roll out the new program.

Seriously, the vendor has to recode the web-piece then we'll prepare for the data conversion. If all goes well, we anticipate the data conversion to occur by the end of October, if not before. Yes, October 2003!

After the data conversion, we will run TRACES and Foremost parallel for at least a month, possibly two. This will give us time to compare information and insure data is handled correctly by Foremost. Agency Records Officers will be notified when these timetables are firm.

In the meantime, thank you for your patience. We believe you'll be happy with the results.

By Donna Bridges

Attended RMD Training (July – September 2003)



We would like to thank the following employees for their interest in Records Management and attending a training class conducted by the Records Management Division.

Alan Smith
Angela Reese
Barbara Consolini
Barbara Jones
Barbara McWhorter
Belinda Hampton
Bill Hofstetter
Brandi Atkins
Brenda Meade
Butch Lewis
Carl Scott
Carlene Bennett
Chris Freeman
Curt Faulkner
Daphne Pryor
David Zundel
Debbie Curry
Debra Grissom
DeeDee Miller
DeLynn Hancock
Dennis Shipp
Dianna Ruch
Don Spann
Erin Edmonds
Francine Webster
Greg Gonzales
Hanley Hammond
Jay Rittenhouse
Jeanne Timmons
Jessica Stephens
Jill Chafetz
Jim Douthit

Joane Pedigo
John Duncan
Joyce Branham
Joyce Simmons
Karen Cavanaugh
Kathy Allen
Kathy Fussell
Kay Stephens
Larry Sutton
Leisha Dowers
Lexie Bunch
Linda Railey
Lisa Gregg
Lisa Kee
Marian Carrier
Marnita Lewis
Marsha Anderson
Martha Gotto
Mary Ann Whitledge
Mary Busiere
Michelle Poteete
Myrna Mansfield
Nicole Lacey
Nita Taylor
Pansy Leech
Pat Murphy
Patsy Rich
Paul Foster
Paula Cagle
Paula Miller
Paula Slack
Phil Adams
Reed Williams
Renee Powell
Richard Spencer
Ronnie Howell
Sandra Hughes
Savitri Matthews
Shawn Hawk
Stephanie Patterson
Steve Henley
Strom Miller
T. J. Revis
Tina Miller
Tommie Pendergrass
Tracey Boyers
Vanessa Williams
Vicky Brim
Vivian Bollinger
W.B. Wooten



1. Have all divisions in your agency been notified about records management policies and procedures?
2. Have Records Disposition Authorizations been developed for your records and reviewed annually?
3. Are records that are eligible for destruction destroyed on a timely basis and their destruction documented on the Certificate of Records Destruction ? (GS-0989 (Rev. 2-97))
4. Have all your forms been approved and assigned a form number? And have you identified and notified Records Management Division of your obsolete forms?
5. Have you notified your staff of the training classes provided by the Records Management Division?
6. Have records eligible for microfilming been identified and the Records Management Division been contacted about possibly microfilming?
7. Have all your agency publications been approved by the Publications Committee in Records Management Division?
8. Has your agency established a Records and Forms Review as required by Executive Order 38?
9. Does your agency notify Records Management Division of the updates in Records Officers, Forms Officers, and Publications Liaisons?

By Elaine Eason

POLICIES
&
PROCEDURES

Most state agencies are large and are structured into division and/or sections that function somewhat autonomously in doing their work. To develop an effective records retention program within this type structure, records coordinators should be appointed in each division or section to work directly with the records officer. The coordinators will report directly to the records officer and assist in the inventory or identification of division or section records and other records management activities as mandated by the records officer.

- An Informative Website

Go to the following website for a list of 4,910 links, in 313 categories, to records management organizations, information, and other related sites.

<http://infomgmt.homestead.com/files/websites.htm>

I D E T A L U G E R M S E R I R D L
D Y N A L A T I V S T A T Y E E D T
R T A U T P O R T C O N F I C T U I
A V C S T A I Y T I L I B A T R O P
P Y F I S S A L C T I A S C R I U R
P O X L L R I A S E R S E O L E N E
L N A S I F R U N C Y E R N T V O I
I D E E T E N T S E C I I C Z E T E
C Y C C C S C O N V E R S I O N Z Y
A N N U O C D M C C S E U S S I T E
T S A V M T D A C O T S I T T I N O
I T I I S Y E T O M A R A I R S L X
O A L T N R L I M I N T G U D A Y L
N N P A G E T O P E U I C V T E N C
N C M I R G E N Y T D E G R L Y S F
I I O S I U Y T E R S N O X I T T D
C T C I Y T I S N E D P O T C G A A
C S T A N D A R D S O A R R A Y T I

Source: ARMA

Automation
Compliance
Security
Classify
Retrieve
Hint: A in RAID
Vital
Standards
Statutes
Regulated
Density
Dynamic
Hint: Sarbanes' colleague
Portability
Digitize
Portal
Application
Series
Conversion
Conflict

Answers on page 10

I DETALUGER MSERIRDL
DYNALATIV STATYEEDT
RTAUTPORTCONFLICTUI
AVCSTAIY TILIBATROP
PYFISSALC TIASCRIUR
POXLLRIA SERS SEOLENE
LNASIFRUNCY ERNTVOI
IDEETENTSECIICZETE
CYCCCS CONVERSIONZY
ANNUOCDMOCSEUSSITE
TSAVMTD ACOTS SITINO
ITIISYETOMARAIRSLX
OALTNRLIMINTGUDAYL
NNPAGETOPEUICVTENC
NCMIRGENYTD EGRLYSF
IIOSIUYSERSNOXITTD
CTCIYTISNED POTCCAA
C STANDARDSOARRAYTI



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